

REQUEST FOR NONTACTICAL VEHICLE SUPPORT

For use of this form, see Fort Knox Reg 55-2
(See reverse for instructions)

SECTION I

1. TO: INSTALLATION TRANSPORTATION OFFICER (IMSE-KNX-LGT)
BLDG 1384
58 VINE GROVE RD STE 233
FORT KNOX KY 40121-6202
or FAX to (502)624-3466

2. FROM:

REQUEST TRANSPORTATION SUPPORT BE PROVIDED AS FOLLOWS:

| | | | | | |
|---------------------|-----------------|---|------------------|-----------------|---|
| 3. Inclusive dates: | 4. Pickup time: | 5. No. of personnel or type of cargo to be transported: | 6. Pickup point: | 7. Destination: | 8. TMP driver required? <input type="checkbox"/> YES <input type="checkbox"/> NO |
|---------------------|-----------------|---|------------------|-----------------|---|

9. Is off-post authorization required?

☐ YES

☐ NO

10. Type of vehicle required:

11. POC for commitment:

Name:

Phone:

12. JUSTIFICATION:

13. SPECIAL INSTRUCTIONS FROM UNIT:

14. REQUESTER:

(Grade/rank and title)

(Phone number)

(Date)

(Signature)

15. TRANSPORTATION COORDINATOR:

(Grade/rank and title)

(Phone number)

(Date)

(Signature)

SECTION II**APPROVAL/DISAPPROVAL OR RECOMMENDED SUPPORT
For ITO/TMP Use Only**

1. TO:

2. FROM: DOL TRANSPORTATION OFFICER (IMSE-KNX-LGT)
BLDG 1384
58 VINE GROVE RD STE 233
FORT KNOX KY 40121-6202

3. ☐ Approved with changes annotated above.

4. ☐ This request for support is disapproved for the following reason:

☐ Requested vehicle is not available.

☐ Assets are not available to support TDY requests.

☐ Request exceeds permissible operating distance (POD).

☐ Request not in compliance with regulation (AR 58-1).

☐ Other: _____

5. RECOMMEND:

☐ Use of General Dispatch fleet on a daily, first-come-first-served basis.

☐ Use of assigned NTV to support this requirement.

☐ Bus support.

☐ Commercial rental (unit arranged).

☐ Reimbursable.

INSTALLATION TRANSPORTATION OFFICER

INSTRUCTIONS FOR USE AND COMPLETING FORM

1. This form must be completed neatly (printed, typed or completed electronically). Fax completed form to (502)624-3466 or if request is mailed, it must be sent to the address in Section 1, Block 1. Requests must be received NLT 72 hours before the date the support is requested. Requests not meeting the 72-hour criteria must be justified and approved by the unit commander/activity head. Incomplete or illegibly completed forms are subject to disapproval.

2. **Blocks 5, 8, 9, 11, 14, and 15** are self-explanatory.

Block 2 - Unit requesting vehicle.

Block 3 - Dates vehicle is required (Vehicle must be turned in NLT 1700 the ending date requested).

Block 4 - Time vehicle will be picked up or time support is required.

Block 6 - Location that support is needed.

Block 7 - Location vehicle will be taken to.

Block 10 - See list below.

Block 12 - Brief justification as to why unit's present assets cannot be used and why the vehicle is required.

Block 13 - Any additional information or special requirements or any information that will assist the TMP in providing the requested support.

3. This form must be approved by the unit/activity transportation coordinator after all assigned assets have been screened and a determination is made that no in-house assets are available for the support.

4. Cancellation of commitments involving Transportation Motor Pool (TMP) drivers must be made in sufficient time to avoid "no-shows." Request cancellations be made by COB the day before requirement. If that is not possible, efforts will continue to be made to cancel the drivers up to 2 hours before commitment. TMP drivers will wait no longer than 10 minutes beyond scheduled pickup time for personnel to begin loading.

5. ITO: 4-1649; FAX 4-8344.

TMP Dispatch: 4-5453/1215.

TMP Maintenance: 4-4527/5446.

TMP Bus & Tractor Support/Scheduling: 4-5113.

TMP Site Supervisor: 4-1826.

TMP FAX: 4-3466.

6. Type Vehicles Available:

Sedan

12 Pax Van

15 Pax Van

44 Pax Bus

Cargo Van

Small Box Truck

Large Box Truck

Stake & Platform (S&P)

Tractor

Tractor Trailer Box

Tractor Trailer Flatbed

